



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF **RESEARCH PROGRAMS**

## **COLLABORATIVE RESEARCH GRANTS**

Deadline: January 7, 2014 (for projects beginning as early as October 1, 2014). Applicants will be notified of the decision by e-mail by August 31, 2014.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.161

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### **Items referred to in this document needed to complete your application:**

- ☐ Budget instructions
- ☐ Budget form
- ☐ Grants.gov application package and instructions
- ☐ Grants.gov instructions for unaffiliated project directors

Also see the **application checklist** at the end of this document.

### **Questions?**

Contact the staff of NEH's Division of Research Programs at [collaborative@neh.gov](mailto:collaborative@neh.gov) and 202-606-8200. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

### **Submission via Grants.gov**

**All applications to this program must be submitted via Grants.gov.** We strongly recommend that you complete or verify your registration at least

two weeks before the application deadline, as it takes time for your registration to be processed.

## I. Program Description

Collaborative Research Grants support interpretive humanities research undertaken by a team of two or more scholars, for full-time or part-time activities for periods of one to three years. Support is available for various combinations of scholars, consultants, and research assistants; project-related travel; field work; applications of information technology; and technical support and services. All grantees are expected to communicate the results of their work to the appropriate scholarly and public audiences.

Eligible projects include

- research that significantly adds to knowledge and understanding of the humanities;
- conferences on topics of major importance in the humanities that will benefit scholarly research;
- archaeological projects that include the interpretation and communication of results (projects may encompass excavation, materials analysis, laboratory work, field reports, and preparation of interpretive monographs); and
- research that uses the knowledge and perspectives of the humanities and historical or philosophical methods to enhance understanding of science, technology, medicine, and the social sciences.

Sample narratives from successful grant applications are available on the [program resource page](#).

### Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its grants available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the Collaborative Research program, such products may include monographs, excavation reports, multi-authored volumes, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found in the Final product and dissemination section below (at the end of the instructions for the narrative, in Section IV).

### Previously funded projects

Applicants whose projects have received NEH support may apply for a grant for a new or subsequent stage of their projects. Proposals for these projects do not receive special consideration and are judged by the same criteria as others in the grant competition.

**Collaborative Research Grants may not be used for**

- projects undertaken by individuals without collaboration;
- editions or translations (see the note below);
- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- specific policy studies or educational or technical impact assessments;
- research in educational methods, tests, or measurements, or any projects primarily intended for students in formal learning environments;
- support for the preparation or publication of textbooks intended primarily for classroom use;
- planning or putting on exhibitions;
- inventories of collections;
- development of tools, including digital tools, or any materials analysis whose primary goal is refinement of a method, unless the development contributes to the larger interpretive goals of the project;
- creation and enhancement of databases, unless the database contributes to the larger interpretive goals of the project;
- projects in cognitive psychology;
- collection of oral history interviews or ethnographic research, unless accompanied by humanities research that is qualitative and interpretive;
- recurrent meetings of professional organizations, societies, and scholarly organizations;
- works in the creative and performing arts (for example, painting, writing fiction or poetry, dance performance);
- producing secondary work in languages other than English; or
- publication costs or publication subvention.

Applications for such projects will not be reviewed.

*Note:* Applicants for individual projects should apply to the [Fellowships](#) or [Summer Stipends](#) programs. Applicants who propose to develop digital tools should consult with the NEH Office of Digital Humanities at [odh@neh.gov](mailto:odh@neh.gov). Proposals for editions and translations should be submitted to [Scholarly Editions and Translations](#). Proposals for preparing bibliographies, descriptive catalogs, dictionaries, encyclopedias, databases, or other research tools or reference works should be submitted to the [Humanities Collections and Reference Resources](#) program in the NEH Division of Preservation and Access. Applicants planning exhibitions should consult with the NEH Division of Public Programs at [publicpgms@neh.gov](mailto:publicpgms@neh.gov).

NEH encourages submission of Collaborative Research applications from faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

Applicants proposing research in the social or behavioral sciences, linguistics, or economics are encouraged to consider the funding programs of the National Science Foundation's Directorate for Social, Behavioral, and Economic Sciences at <http://nsf.gov/dir/index.jsp?org=sbe>.

Applicants proposing medical, clinical, or behavioral research are encouraged to consider the funding programs of the National Institutes of Health at <http://grants.nih.gov/grants/oer.htm>.

The Collaborative Research program welcomes projects that respond to NEH's [Bridging Cultures](#) initiative. Such projects could focus on cultures internationally or within the United States. International projects might seek to enlarge Americans' understanding of other places and times, as well as other perspectives and intellectual traditions. American projects might explore the great variety of cultural influences on, and myriad subcultures within, American society. These projects might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse. In connection with a focus on civic discourse, projects might explore the role of women in America's civic life as well as the civic role of women in other cultures and regions of the world.

## II. Award Information

Awards are made for one to three years and normally range from \$25,000 to \$100,000 per year. Awards for conferences are typically made for a minimum of one year and normally range from \$15,000 to \$65,000 per grant. Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds. The use of federal matching funds is encouraged. Federal matching funds are released on a one-to-one basis when a grantee secures gift funds from eligible third parties.

(Learn more about different [types of grant funding](#).)

### Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third party in-kind contributions, such as donated services and goods. Cost sharing also includes nonfederal gift money raised to release federal matching

funds. Although cost sharing is not required, the Collaborative Research program is rarely able to support the full costs of projects approved for funding. In most cases, NEH Collaborative Research grants cover no more than 80 percent of project costs. The balance of the costs is to be borne by the applicant's institution or other sources. Previously funded projects seeking further support should expect a progressively larger share of the costs to be assumed by the host institution or third parties.

### III. Eligibility

The Collaborative Research program accepts applications from both institutions and individuals without an institutional affiliation (who may apply as unaffiliated project directors). Note that all projects must include at least one other staff member in addition to the project director.

**The following types of applicants are eligible:**

- U.S. nonprofit organizations with IRS tax-exempt status;
- state and local governments;
- federally recognized Indian tribal governments;
- unaffiliated project directors who are U.S. citizens; and
- unaffiliated project directors who are not U.S. citizens but have been living in the United States or its jurisdictions for at least the three years immediately preceding the application deadline.

**The following types of applicants are ineligible:**

- other federal agencies;
- for-profit institutions; and
- foreign nationals (who would be applying as unaffiliated project directors) who have not been living in the United States or its jurisdictions for at least the three years immediately preceding the application deadline.

Project directors affiliated with an eligible institution must apply through an institution, ordinarily their own institution. Only adjunct faculty, faculty at for-profit institutions, and scholars without an institutional affiliation may apply as unaffiliated project directors.

Degree candidates may not be project directors.

Project directors may submit only one application to either the Collaborative Research or the Scholarly Editions and Translations program, but not both. They may, however, apply for other NEH awards, including Fellowships and Summer Stipends.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not, however, be used as gifts to release NEH matching funds.

Late, incomplete, or ineligible applications will not be reviewed. Find answers to your eligibility questions in the Frequently Asked Questions, available on the [program resource page](#).

Note: Project PARTICIPANTS (including the project director, when the application is submitted by an institution) need not be U.S. citizens or U.S. residents, so long as the applicant institution is eligible.

## IV. Application and Submission Information

### HOW TO PREPARE YOUR APPLICATION

#### Application advice and proposal drafts:

Applicants may submit by e-mail ([collaborative@neh.gov](mailto:collaborative@neh.gov)) a draft of the narrative and budget sections of their proposal at least six weeks before the deadline. **Do NOT submit your draft through Grants.gov.** A response cannot be guaranteed if the draft arrives less than six weeks before the deadline. Draft proposals are optional; submitting a draft enables an applicant to receive staff comments about the substance and format of the application. The more complete the draft, the more helpful the response can be.

Staff comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the application, but previous applicants have found them helpful.

Once NEH has received a formal application, the staff will not comment on its status except with respect to questions of completeness or eligibility.

You will prepare your application for submission via Grants.gov just as you would a paper application. Your application must consist of the following parts.

1. **Statement of significance and impact**

Provide a one-page abstract written for a nonspecialist audience, stating clearly the importance of the proposed work and its relation to larger issues in the humanities.

2. **Table of contents**

Provide a one-page list of all parts of the application and corresponding page numbers.

### 3. List of participants

Provide a one-page list, in alphabetical order, surnames first, of all participants and collaborators on the project. Include any institutional affiliations. The names on this list must match the names mentioned in the staff section of the project's narrative. This list must include advisory board members, if any. Foreign nationals may be part of the project team and may be included in the budget.

### 4. Narrative

The narrative should not assume any specialized knowledge on the part of readers, and it should be free of jargon. The narrative must be introduced with a project title that describes the proposal. The project title must be no more than 125 characters, and it should be informative to a nonspecialist audience.

In the narrative applicants must provide an intellectual justification for the project and a work plan. Narrative are limited to **twenty-five** double-spaced pages. Material that exceeds the page limit will not be reviewed. All pages should have one-inch margins, and the font size should be no smaller than Times New Roman eleven point. Use appendices to provide supplementary material. Applicants should write their proposals with the evaluation criteria (listed in Section V below) in mind. Provide a detailed project description consisting of the following sections.

- *Substance and context*

Provide a clear and concise explanation of the project and its value to scholars, students, and general audiences in the humanities. Describe the scope of the research, the source materials, the relationship of the research to other published and ongoing work in the field, and the major research questions to be addressed. Include a bibliographical essay in the narrative section or a bibliography of relevant primary and secondary sources in an appendix.

- *History and duration of the project*

Provide a concise history of the project, including information about preliminary research or planning, previous financial support, publications produced, and resources or research facilities available. List any print or electronic products with dates of publication; where applicable, the list must indicate the publisher, print or production runs, sales, and royalties. Provide reviews of the most recent products in an appendix. If an archaeological excavation is proposed, list publications of previous field reports and interpretive studies of the site. If the project has a website, provide its address. If work on the project will continue after the period of the grant, provide details about that work and probable sources of support.

Proposals submitted by previously funded projects must be substantially updated, including a description of the new activities and a justification of the new budget request. The applicant must also describe how the previously funded project met its goals.

○ *Staff*

Name the project director and all collaborators who would work on the project during the proposed grant period, regardless of whether NEH funds are requested to support their participation in the project. Describe their responsibilities and qualifications. State anticipated commitments of time for the project director and all collaborators, and explain the reasons for and nature of their participation. Project directors must devote a significant portion of their time to their projects. Provide résumés of the principal collaborators (maximum of two pages each) in an appendix.

○ *Methods*

**For all applicants:**

Explain the project's methods.

- Explain how central research questions will be approached and how any potential difficulties in working with primary source materials will be resolved.
- Describe in detail the tasks to be undertaken and the computer technology to be employed, indicating what technical and staff resources will be required, as well as the staff's experience with the technology and its application to humanities scholarship. If your project involves a large amount of data, describe your plan to manage the data.

**For applicants proposing a conference:**

- To receive support in this program, conferences must address significant issues or new directions in a humanities discipline or a combination of disciplines.
- Conference applications should identify the research questions and explain their significance. Explain why a conference is the appropriate forum for addressing these questions. Provide the URL for the conference website, if it already exists. Describe plans for online components or activities. Specify and describe the facilities to be used for holding the conference and housing participants.



- In addition, conference applications must include at least a tentative agenda, including the titles of key papers and the names of their authors and any commentators; a daily schedule; an explanation of how presenters have been (or will be) selected; an explanation of plans for fostering productive discussions; and an explanation of why the conference is the appropriate method for answering the research questions and why the questions cannot be answered through regular meetings of professional organizations and formal or informal gatherings of scholars.

**For applicants proposing field work:**

- Discuss the appropriateness of the methodology, including a clear, explicit discussion of the links between the project's interpretive questions, the data, and the methods of collection and analysis.

**For applicants proposing archaeology projects:**

- Discuss the appropriateness of the methodology, including a clear, explicit discussion of the links between the project's interpretive questions, the data, and the methods of collection and analysis. Applicants proposing to conduct excavations in the United States must also submit additional information (described in the Appendices section below) to comply with Section 106 of the National Historic Preservation Act (NHPA).

**For applicants proposing the development, acquisition, preservation, or enhancement of geospatial data:**

- You must conduct a due diligence search on the Geospatial One-Stop (GOS) Portal (<http://geo.data.gov/geoportal/catalog/main/home.page>) to discover whether the needed geospatial-related data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance posted at <http://www.fgdc.gov>. For further information on this requirement, please see [Article 34 of the General Terms and Conditions for Awards](#).

**For applicants employing digital technology:**

Indicate not only *what* technical specifications are to be used, but also *how* they will facilitate the project. In particular, provide the following information:

### **Discuss the methods for employing digital technology**

- Provide information on the technology to be used, and how the technology will facilitate the project, including the hardware and software to be used;
- discuss the preparations for and implementation of data processing (for example, digital capture, data entry, optical character recognition, or conversion from another electronic format);
- discuss the production, preservation, and distribution formats, levels of resolution, compression, image enhancement, and the accuracy of textual conversion or transcription;
- discuss the provisions for ensuring quality control;
- discuss the schema for descriptive, administrative, and preservation metadata and controlled vocabularies;
- discuss the system(s) used to manage and present digital content, including pertinent features for facilitating end use; and
- discuss the methods for enhancing discoverability, via search engine optimization and open data harvesting and/or inclusion in an aggregated resource such as a digital library, cooperative portal, or clearinghouse.

### **Discuss the sustainability of digital content**

- NEH expects that any materials produced in digital form as a result of its awards will be maintained so as to ensure their long-term availability. To that end, describe how the project's digital results will be maintained and supported beyond the period of the grant. Provide information on the ability and commitment of the hosting institution to ensure sustained access to collections or web resources.
- In addition to pertinent technical specifications on open standards, markup conforming to the Text Encoding Initiative (TEI), and employing best practices in the creation of electronic materials, provide details on data management and digital preservation infrastructure and policies, such as repository system capabilities, storage requirements and capacity, migration or emulation strategies, and collaborative or third-party arrangements, if any.

#### *○ Work plan*

- Describe what will be accomplished during each six-month period.
- Name all the staff members involved in the project during each six-month period and describe their specific tasks.

The work plan should match the work described in the proposal.

○ *Final product and dissemination*

NEH expects grantees to provide broad access to all grant products, insofar as the condition of the materials and intellectual property rights allow. For this program, such products may include monographs, excavation reports, multi-authored volumes, and websites. Although grants may be used to support the preparation of print publications, NEH strongly encourages projects that offer free public access to online resources. For projects producing digital materials, all other considerations being equal, NEH will give preference to projects that provide free, online access to materials produced with grant funds.

Discuss publication arrangements, publicity plans, estimated prices, and user costs for both print and online publication. You must include any pertinent correspondence with a print or online publisher in the appendices. If the project involves materials under copyright, indicate your plans for securing the necessary permission to publish. Any supporting documents must also be included in the appendices.

Discuss both the media chosen for the final product (print volumes, electronic media, or some combination), and the reasons for this choice.

- Projects proposing print publications must describe the organization and content of the final product.
- Projects proposing web resources should provide screenshots and URLs whenever possible.
- Projects proposing conferences must describe how the conference results will be made accessible to the broadest public audience. For example, the results might be disseminated through print publications, public lectures, videotaped sessions, and various forms of online dissemination such as posted papers, podcasts, blogs, and discussion boards.

## 5. **Project budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) You can customize the form to suit your project. Enter explanations for any unusual circumstances directly on the form. Include any subcontracts. You should retain a copy of your budget form.

If you are claiming indirect costs, please attach a copy of your institution's current federally negotiated indirect cost rate agreement to the budget form. Alternatively, you can use NEH's rate of 12 percent of the total direct costs.

## 6. Appendices

Use appendices to provide essential supplementary materials. Appendices must not exceed *thirty-five* pages (not counting the information that U.S. archaeology projects must submit to comply with Section 106 of the NHPA). Material exceeding the page limit will not be reviewed.

- Include a brief résumé (two-page maximum) for each principal project participant. Include contact information for project directors and co-directors.
- For conferences only, include the proposed conference program and e-mail messages or letters of commitment from presenters.
- For archaeology projects, include appropriate plans, maps, and photographs, as well as evidence that all necessary permits will be forthcoming.
- Applicants proposing archaeological field work in the United States must also supply additional information to comply with Section 106 of the NHPA. Specifically, they must provide a copy of the **request submitted to the State Historic Preservation Officer and/or Tribal Historical Preservation Officer for a written determination on the project's impact, together with all supporting materials**. Such applicants must also comply with the Davis-Bacon Act and the Americans with Disabilities Act. More information about complying with these requirements is available [here](#) (PDF).
- When applicable, include as well
  - permissions or letters of support from archives or other research venues;
  - contracts or letters of interest from print or online publishers;
  - published reviews;
  - documents confirming that copyright permissions have been secured;
  - samples such as web pages, screenshots, questionnaires, selection principles, or site maps;
  - a summary of results from previous grants, limited to essential information; and
  - a bibliography of relevant primary and secondary sources, if not included in the narrative.

Do NOT include letters of reference, assessments of previous applications, or testimonials.

## 7. Statement of history of grants

If the project has received previous support from any federal or nonfederal sources, including NEH, provide a one-page list of the sources, dates, and amounts of these funds. Explain how many years of NEH support the project has already received. If it has a long history of support, the sources and contributions may be grouped and summarized.

## HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

## HOW TO SUBMIT SUPPLEMENTARY MATERIALS

If you are sending audio or visual materials, send **eight copies of each item** and include at the bottom of the table of contents—submitted via Grants.gov—a list of the materials to be mailed separately.

Send the materials to:

Collaborative Research  
Division of Research Programs  
Room 318  
National Endowment for the Humanities  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
202-606-8200

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

Materials arriving after the deadline will not be reviewed.

If you wish to have the materials returned to you, please include a self-addressed, pre-paid mailer.

## DEADLINES

**Submission of draft proposals** is optional. Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

**Applications must be received by Grants.gov by 11:59 P.M., Eastern Time, on January 7, 2014.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted. Supplementary materials must also arrive at NEH by January 7, 2014, to be considered as part of the application.

## V. Application Review

**Evaluators are asked to apply the following five criteria.**

1. The intellectual significance of the project, including its potential contribution to scholarship in the humanities; the likelihood that it will stimulate new research; its relationship to larger themes in the humanities; and the significance of the material on which the project is based.
2. The clarity of the research questions being posed, the appropriateness of research methods or conference design; the appropriateness of the technology employed in the project; the feasibility of the work plan; and the appropriateness of the field work to be undertaken, the archival or source materials to be studied, and the research site.
3. The qualifications, expertise, and levels of commitment of the project director and project staff or contributors, and the appropriateness and value of the collaboration.
4. The soundness of the dissemination and access plans, including benefit to the audience identified in the proposal and the strength of the case for employing print, a digital format, or a combination of media; the sustainability of the print and/or digital dissemination; and in the case of archaeology projects, the likelihood that the project will produce an interpretive study. For projects producing digital materials, all other considerations being equal, NEH will give preference to those that provide free, online access to materials produced with grant funds.
5. The potential for success, including the likelihood that the work proposed will be completed within the projected time frame; where appropriate, the project's previous record of success; and the reasonableness of the proposed budget in relation to projected results.

### Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be

missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

## **VI. Award Administration Information**

### **System for Award Management Entity records**

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM), which now administers the former Central Contractor Registry (CCR). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

### **Award notices**

Applicants will be notified of the decision by e-mail in August 2014. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2014. Applicants may obtain the evaluations of their applications by sending an e-mail message to [collaborative@neh.gov](mailto:collaborative@neh.gov).

### **Administrative requirements**

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

### **Award conditions**

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#). The requirements for awards to unaffiliated project directors are also contained in the [General Terms and Conditions for Awards](#), with the exclusion of Articles 2, 5, 6, 11, 12, 20, 25, 33, and Appendix C. The delegation of approval authority referenced in Article 7 also does not apply to awards to unaffiliated project directors.

### **Reporting requirements**

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

## VII. Points of Contact

If you have questions about the program, contact NEH's Division of Research Programs at 202-606-8200 and [collaborative@neh.gov](mailto:collaborative@neh.gov). Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

If you need help using Grants.gov, refer to

Grants.gov: [www.grants.gov](http://www.grants.gov)

Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

Grants.gov [troubleshooting tips](#)

## VIII. Other Information

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.



## APPLICATION CHECKLIST

- **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.
- **Complete the following forms contained in the Grants.gov application package.**
  1. Application for Federal Domestic Assistance - Short Organizational (or, for unaffiliated project directors, Application for Federal Domestic Assistance for Individuals)
  2. Supplementary Cover Sheet for NEH Grant Programs
  3. Project/Performance Site Location(s) Form (required only for institutional applicants; unaffiliated project directors do not fill out this form)
  4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Statement of significance and impact (name the file “statement.pdf”) (1 page)

ATTACHMENT 2: Table of contents (name the file “contents.pdf”) (1 page)

ATTACHMENT 3: List of project participants (name the file “participantslist.pdf”) (1 page)

ATTACHMENT 4: Narrative (name the file “narrative.pdf”) (limited to 25 pages, including the following elements):

    - **Substance and context**
    - **History and duration of the project**
    - **Staff**
    - **Methods**
    - **Work plan**
    - **Final product and dissemination**

ATTACHMENT 5: Budget and (for institutional applicants only) a copy of your institution's current federally negotiated indirect cost rate agreement, if you are claiming indirect costs (name the file “budget.pdf”)

ATTACHMENT 6: Appendices (name the file “appendices.pdf”) (limited to 35 pages, not counting the information that U.S. archaeology projects must submit to comply with section 106 of the NHPA. Include the following elements, as appropriate):

- **Participant résumés and contact information**
- **For conference projects only, e-mail messages or letters of commitment from participants and the proposed program**
- **For archaeology projects only, appropriate plans, maps, and photographs, evidence that permits will be forthcoming, and (for U.S. archaeology projects only) a copy of the request submitted to the State Historic Preservation Officer and/or Tribal Historical Preservation Officer for a written determination on the project's impact, together with all supporting materials**
- **Permissions or letters of support**
- **Contracts or letters of interest from publishers**
- **Published reviews**
- **Documents confirming that copyright permissions have been secured**
- **Samples (for example, web pages, screenshots, questionnaires, selection principles or site maps)**
- **A summary of results from previous grants**
- **A bibliography of relevant primary and secondary sources, if not included in the narrative**

ATTACHMENT 7: History of grants (name the file “granthistory.pdf”) (1 page)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

**Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov). For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.